

**CITY OF ABERDEEN  
COMMERCIAL & INDUSTRIAL BUILDING PERMIT PROCESS  
DURING THE COVID-19 EMERGENCY**

The City requires that property owners, contractors, and/or developers obtain building permits to ensure compliance with all zoning, building, plumbing, electrical, mechanical, fuel gas, fire, health, and accessibility codes, as well as any other local, State, and/or Federal laws.

Building permits are required for such things as new construction, additions, modifications, upgrades, and change(s) of use for an existing building. Incidental items such as fences, sheds, and parking lots also require a permit. Demolition permits are required if a structure is being removed. Sign permits are required when a new sign is erected or a new business is being advertised. An applicant for a sign permit will need to include drawings showing the copy, design, dimensions, and height of the sign itself, and a location survey or site plan indicating the location of the sign.

Getting started

The process begins with submission of a building permit application to the permit office at Aberdeen City Hall, 60 North Parke Street, 2<sup>nd</sup> floor, between the hours of 8:30 a.m. and 5:00 p.m., Monday thru Friday. An application can be picked up at the permit office, e-mailed, faxed, or mailed to you, or obtained from the Aberdeen website at [www.aberdeenmd.gov](http://www.aberdeenmd.gov). The permit application must also be submitted with a plot plan, location survey, or approved site plan.

For new construction, additions, and similar projects, the applicant will need to submit two (2) sets of construction drawings, signed and sealed by an architect licensed in the State of Maryland (or an engineer, depending on the nature of the project). Commercial and industrial improvements will require a seal on both sets of construction drawings. One set of the drawings must have an original seal and signature.

**During the COVID-19 emergency you are strongly encouraged to submit your permit documents by e-mail to [gjones@aberdeenmd.gov](mailto:gjones@aberdeenmd.gov). You may also mail in your paperwork or drop your submittals in the night drop at the entrance to City Hall.**

Zoning Review

The Aberdeen Department of Planning and Community Development (DPCD) will review the building permit application and plot plan/site plan for compliance with the Aberdeen Development Code. If a problem is noted, a permit will not be issued until the matter is resolved.

Plans Review

Construction plans will be forwarded to Harford County Department of Inspections, Licenses, and Permits (DILP) for review. In addition, the Harford County (and/or State) Health Department and State Fire Marshal's Office may also need to conduct their own review. When all agencies have completed the required reviews and all fees have been

paid, the permit will be released, along with a copy of the approved plans and comments from Harford County and any other applicable agencies.

#### Overlay District Requirements

If a project falls within a designated Overlay District, additional reviews will be required prior to building permit approval.

#### Sediment and Erosion Control and Stormwater Management Review

Depending on the project, sediment and erosion control and/or stormwater management measures may need to be implemented. The City Engineer's office can provide further details.

#### Fees

All fees must be paid prior to issuance of the building permit. Building inspection and review fees for Harford County are collected by the City of Aberdeen and forwarded to the County. Any electrical, plumbing, mechanical, and/or fuel gas permits may be obtained from the DILP offices at 220 South Main Street in Bel Air. A schedule of fees can be found at the end of this section.

#### Tenant Occupancy Permits

When a new business locates in Aberdeen, or an existing business site changes its use, a tenant occupancy permit is required. A floor plan is required with the application. If any structural renovations are being suggested or a change of use is being undertaken (as defined in the International Building Code), sealed drawings prepared by an architect licensed in the State of Maryland must be submitted for review by DILP.

#### Inspections

All building, plumbing, electrical, mechanical, and fuel gas inspections are conducted by DILP. The Aberdeen City Inspector conducts inspections of sediment control measures and other public infrastructure items (i.e. water meters, sanitary sewer cleanout, curb and gutter, etc.). Depending on the project, the Harford County (and/or State) Health Department and State Fire Marshal's Office may also need to conduct inspections.

#### Use and Occupancy

A Certificate of Use and Occupancy must be obtained from the DPCD before a structure can be legally occupied. Before this Certificate can be issued, all final building, plumbing, electrical, mechanical, fuel gas, fire, health, and site inspection approvals, as applicable, must be obtained.

#### Variances

A request for a variance from the Board of Appeals can be applied for if there is a problem due to unique circumstances or other pertinent criteria. See the Aberdeen Permit Office for the required submission forms and further details.

## **CONTACT INFORMATION**

### **CITY OF ABERDEEN**

Permit Office: 410-272-1600, extension 221

City Engineer: 410-272-1600, extension 222

City Inspector (site issues): 410-272-1600, extension 224

### **HARFORD COUNTY**

Building Inspections: 410-638-3366

Electrical: 410-638-3363

Plumbing/Mechanical/Fuel Gas: 410-638-3215

Harford County Health Department: 410-877-2300

State Fire Marshal's Office: 410-836-4844

Fire Safety Inspector: 410-836-4848